



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

14.1 Workplace Risk Assessments – Workplace Violence and Harassment

Revision Number: **R0**

Number of Pages: **2**

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10/01/2024

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SIGNATURE:

Workplace Risk Assessments – Workplace Violence and Harassment

PURPOSE

This section outlines J-AAR’s site-specific workplace violence and harassment risk assessments as required by legislation.

Workplace Risk Assessments

- Management will review and assess the risks of workplace violence that may arise from the nature of the workplace, type of work or conditions of work. (
- Consider the circumstances of J-AAR Assets and Logistics workplaces and circumstances common to other similar workplaces.
- Develop measures and procedures to control identified risks that are likely to expose a worker to workplace violence and harassment.
- Advise the J.H.S.C. of the risk assessment results.
- Repeat the assessments as often as necessary to ensure the workplace violence/harassment policy and program effectively protects workers.

PROCEDURES

All workers must consider the following safe work procedures:

Mobile Service Mechanic

- Ensure you are able to call for help. Use 2-way radios and/or cell phone in an emergency.
- Utilize vehicle GPS and check-in with supervisor(s).
- Passengers are restricted to company employees or those satisfactory to the driver. The general public are not given access to vehicles.
- Only perform high risk maintenance or service activities when other workers are present.
- Keep the vehicle well maintained.
- Never leave your vehicle unlocked at night or on breaks.
- Park all vehicles/equipment in designated safe areas.
- Work the same operating hours as other workers if possible. If working alone, follow written safety procedures for working alone. Use work alone monitoring app.
- Report all suspicious persons to supervisor.

Main Office / Shop

- Maintain outside lighting and keep paths, walkways and parking areas clear of obstructions.
- Maintain signs for visitor / public entrances.
- Lock all doors not in use.
- Maintain security alarm and security cameras.
- Front reception desk and shop service desk should be staffed at all times during work hours. Keep all windows, doors and sightlines clear.
- All visitors must report to front reception desk and/or shop service desk and only enter employee areas of the building when escorted/permitted by an employee.
- Keep all cash and other valuable goods locked and hidden.



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- Designate a muster point for employees during emergency.
- Keep all lines of communication operating including 2-way radios, and phones.
- Work in groups if possible. Maintain regular operating hours with other employees. If working alone, lock all non-essential doors. Follow working alone policy.

Work Refusals

Under the O.H.S.A. a worker can refuse to work if he/she has reason to believe they may be endangered by workplace violence. A worker may refuse work if he/she reasonably determines that a threat to exercise physical force could cause injury to the worker.

However, work cannot be refused on the grounds of workplace harassment.

The Act sets out a specific procedure that must be followed in a work refusal. It is important for employers, supervisors, workers and the J.H.S.C. to understand and follow this procedure.

REQUIREMENTS

Legislation:

Occupational Health and Safety Act, Section 32

Training:

All employees will undergo a review and understanding of the policy and program